



Jersey Gambling Commission

GAMBLING (JERSEY) LAW 2012

THRIFT CLUB LICENCE

PART 2 (REGULATION 11)

FORM OF APPLICATION FOR A THRIFT CLUB LICENCE

Licence Application Process

1. Applicants should read the '**Policy Statement for the Conduct, Regulation and Licensing of Thrift Club Gambling in Jersey**', before filling out their annual application form.
2. The Thrift Club should appoint two individuals who will take responsibility for the gambling it proposes to conduct over one calendar year. Applicants must be prepared to be vetted every three years and be held accountable for the good governance of the licence; as outlined in the Policy document (item 1, above).
3. If one or both of the responsible individuals changes during the course of the year, the Commission **MUST** be notified immediately.
4. The responsible individuals nominated by the Thrift Club should complete the '**Application for a Thrift Club Licence**'. The application requires the applicants to detail what gambling they mean to conduct throughout the year by filling out the '**Schedule of Events**'. If any changes or additions are made, you must tell the Commission.
5. The Licence fee is based on the Thrift Club's annual retained profit from gambling. For a new club or one with profits up to £5,000 the licence fee is £25, for profits up to £10,000 the licence fee is £75 and for profits exceeding £10,000 the licence fee is £150. These fees are calculated from the '**Regulatory Return**' for the previous year. Licence fees can be paid by cheque payable to 'Jersey Gambling Commission', or by bank transfer to HSBC 40-2534 – 52474700 (please provide the club name as reference).
6. If this is the first time the club has applied for a licence; or if one or both of the responsible individuals were last vetted three or more years ago; or you are new to the role, then the responsible individual(s) must complete a '**Short Personal Declaration Form** and request a '**Basic Disclosure Scotland**', the latter may take a few weeks to arrive, so can be submitted at a later date. The Personal Declaration, and application forms should be submitted together.
7. The Thrift Club will be issued with its licence; this is valid until 31st December of the year it is issued.
8. It is the responsibility of the applicants to maintain records of all gambling events held throughout the year. At each year end the Thrift Club is required to complete a '**Regulatory Return**' and send this to the Commission with their renewal application by 15th January.
9. Records should be kept for one calendar year after signing off the Regulatory Return. And should be available for review by the Commission, if requested.
10. If the Thrift Club closes during the course of the year you must notify the Commission AND supply a Regulatory Return.

Application Details



Name of club:

Address of club:

Number of members:

The Commission requires the details of two individuals responsible for the good governance of the club.

Name and Address (required):

Telephone/Mobile (required):

Email (required):

Name and Address (required):

Telephone/Mobile (required):

Email (required):

Schedule of Events

Day or Date of Event

Time of Event

Gambling event

| Gambling event | Day or Date of Event | Time of Event |
|----------------|----------------------|---------------|
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Declaration/Police Checks

NOTE: This application must be signed by the two responsible individuals on behalf of the club.

If you have not been vetted by the Commission within the last three years, you must complete an online application for a Basic Disclosure Scotland Certificate – this can be done online - <https://www.mygov.scot/basic-disclosure/>.

The Commission must be informed and take account of any convictions by the applicants. As such, the applicants must make a declaration to the effect that they have never been convicted or found guilty of an offence in any Court of Law (including Honorary Police Enquiries, Juvenile Court or Court Martial) and that they do not have a case pending. Please note that the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002 applies and that all convictions must therefore be declared. All details will be checked via the Police. If an applicant does have a conviction, they must declare it in writing in the Personal Declaration form. Commission vetting lasts three years, however any convictions within this period must be notified to us. Declaration of a conviction does not necessarily mean that your application will be rejected.

I (please **print full name**) _____ undertake only to conduct those gambling events linked in the Schedule of Events for the period ending on the last day of the applicable year. I further declare to conduct those events in accordance with the Gambling (Jersey) Law 2012. I confirm that I have read and understood the published Policy Statement for the Conduct and Regulation of Thrift Club Gambling in Jersey.

Print Name and Signature:

Date:

I (please **print full name**) _____ undertake only to conduct those gambling events linked in the Schedule of Events for the period ending on the last day of the applicable year. I further declare to conduct those events in accordance with the Gambling (Jersey) Law 2012. I confirm that I have read and understood the published Policy Statement for the Conduct and Regulation of Thrift Club Gambling in Jersey.

Print Name and Signature:

Date:

Data Protection

The Commission requires data regarding applicants (including lead executives and beneficiaries, where necessary) for the purposes set out in the Gambling Commission (Jersey) Law 2010 and the Gambling (Jersey) Law 2012. As a competent authority listed in Schedule 1 of the Data Protection (Jersey) Law 2018, the Commission will primarily collect and process data and special category data necessary for the exercise of its public functions.

The Commission has produced a Privacy Policy for users and an Information Note. These are available on the website at the following link - <https://www.jgc.je/data-protection>. Please read them carefully.



This application form and any additional attachments should be bound as a single document and sent along with the Regulatory Return to the address below. An invoice will then be issued for the Licence Fee.

**Jersey Gambling Commission,
4th Floor, Osprey House
5-7 Old Street
St. Helier
Jersey
JE2 3RG**

The principal purpose of seeking the information required by this Application Form is to provide core factual details, thereby enabling:

- Assessment of gambling and individuals involved;
- Whether the correct licence has been applied for, and
- Identify if further information is needed or required.

Additional information may be sought by the Commission which may result in a visit to the premises or a meeting with the applicant.

If any details set out in this form change prior to the determination of the Application, you must notify the Commission in writing as soon as reasonably practicable.

Use BLOCK CAPITALS.

All dates should be in the form of Day / Month / Year (DD / MM / YYYY).

Answer every question, using N/A or NIL where applicable.

Use additional sheets as necessary, clearly-referencing the relevant question you are answering. Please number, date and sign any additional attached pages to the application form.

The Application will not be processed until all requested documentation is received.

If you require any assistance or would like to discuss any part of the application form, please contact the Commission on +44 (01534) 828540.